



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ASSISTANT PLANNER

\$2,212.32 - \$2,322.93 - \$2,439.10 - \$2,560.98 - \$2,689.10
(Bi-Weekly Salary)

Final Filing Date: Friday, September 2nd, 2016, by 5:00 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Assistant Planner position is in the **Development Services Department**.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Assistant Planner classification or similar classifications.

Position: Under general supervision, to perform professional level work in the field of current and advance planning; and to provide information and assistance to developers and the public on planning related matters.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: One (1) year of directly related municipal planning experience is desirable.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Submit two (2) to three (3) professional writing samples with submittal of employment application by final filing date.

Ability to work in standard office environment.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties: Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the General Plan. Prepare initial studies; define the scope of work; review environmental impact reports. Participate in and coordinate consultant work in the preparation of the City's General Plan. Compile information and prepare recommendations on special studies; prepare related planning reports. Provide information to the public regarding zoning, land use, and the General Plan; participate in public meetings as necessary. Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports of recommendations. Prepare staff reports for the Planning Commission, City Council, and the Planning Review Committee. Check commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees. Research and draft ordinances for review by the Planning Director and Planning Commission. Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function. Participate in coordinating planning activities with other City departments; conduct meetings to define project scope. May provide technical assistance to professional and clerical planning staff. Perform related duties and responsibilities as assigned.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 ext. 24.**

Applications must be received in the Human Resources Division Office by 5:00 p.m. on Friday, September 2nd, 2016. Copies may be downloaded from the following City website address: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 and Roth Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: July 22, 2016

